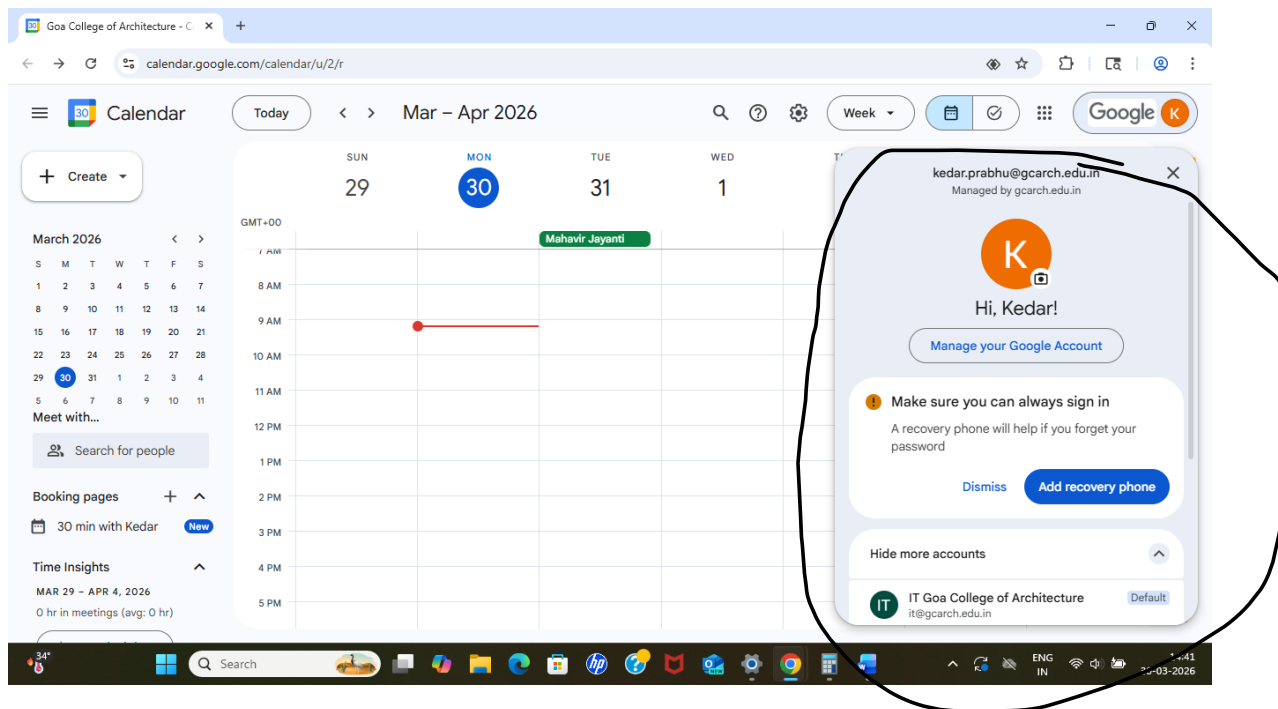


User Manual: Booking Events and Resources on Google Workspace Calendar

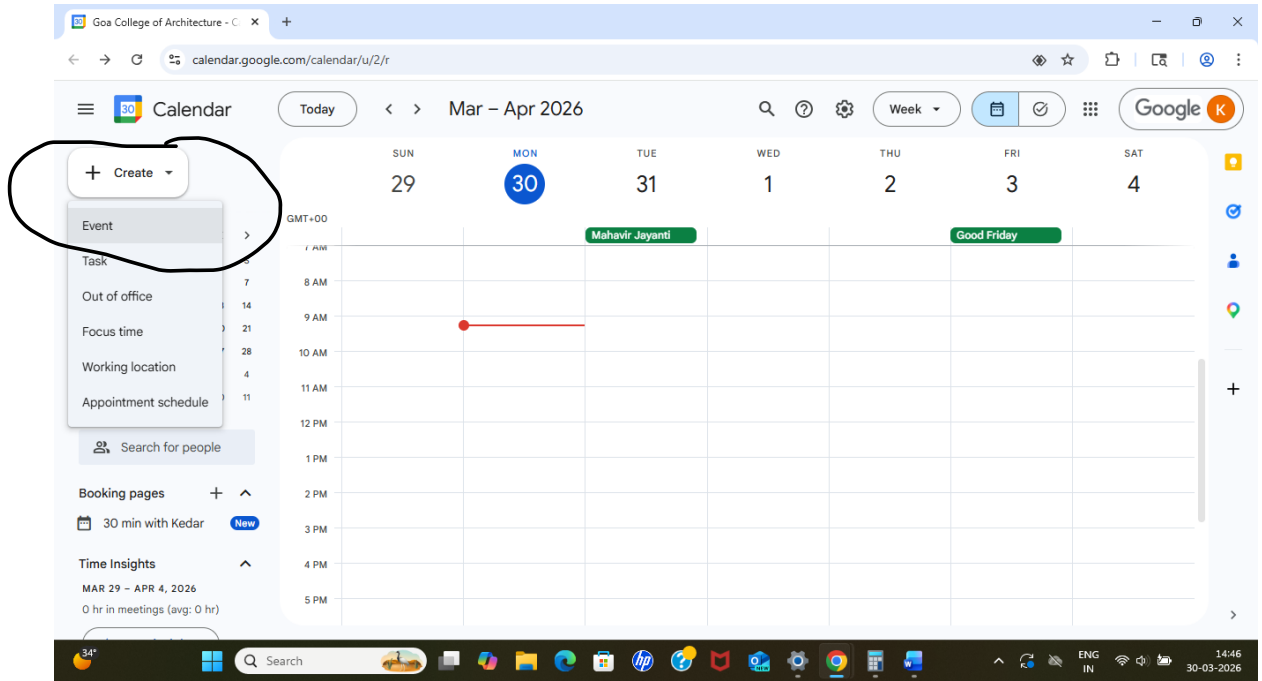
Introduction

This guide provides step-by-step instructions for creating calendar events and booking resources using your Google Workspace for Education account.

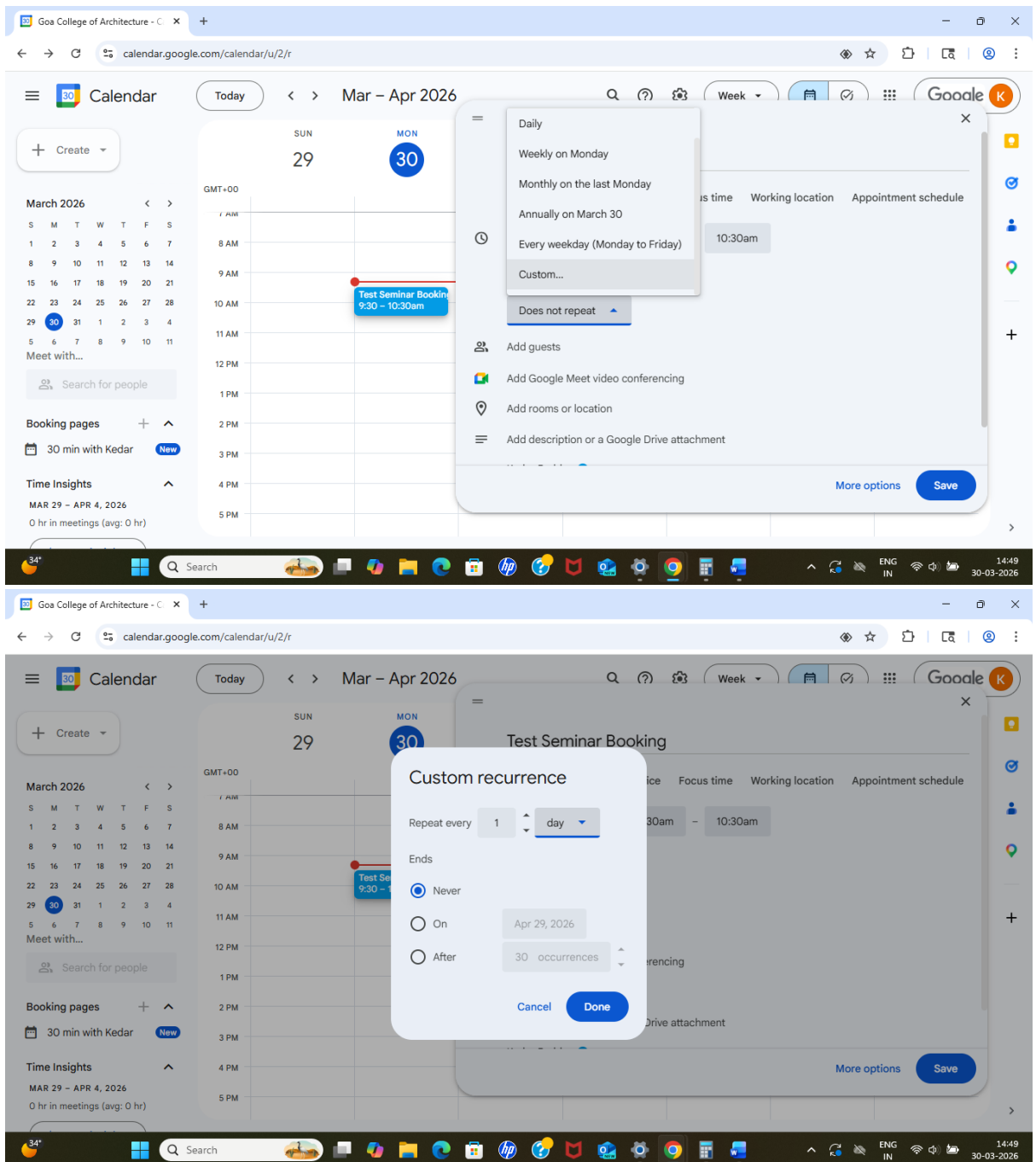
1. Open Google Calendar on your phone or visit <https://calendar.google.com/>
2. Make sure you are logged in to your google workspace for education college account (@gcarch.edu.in account)



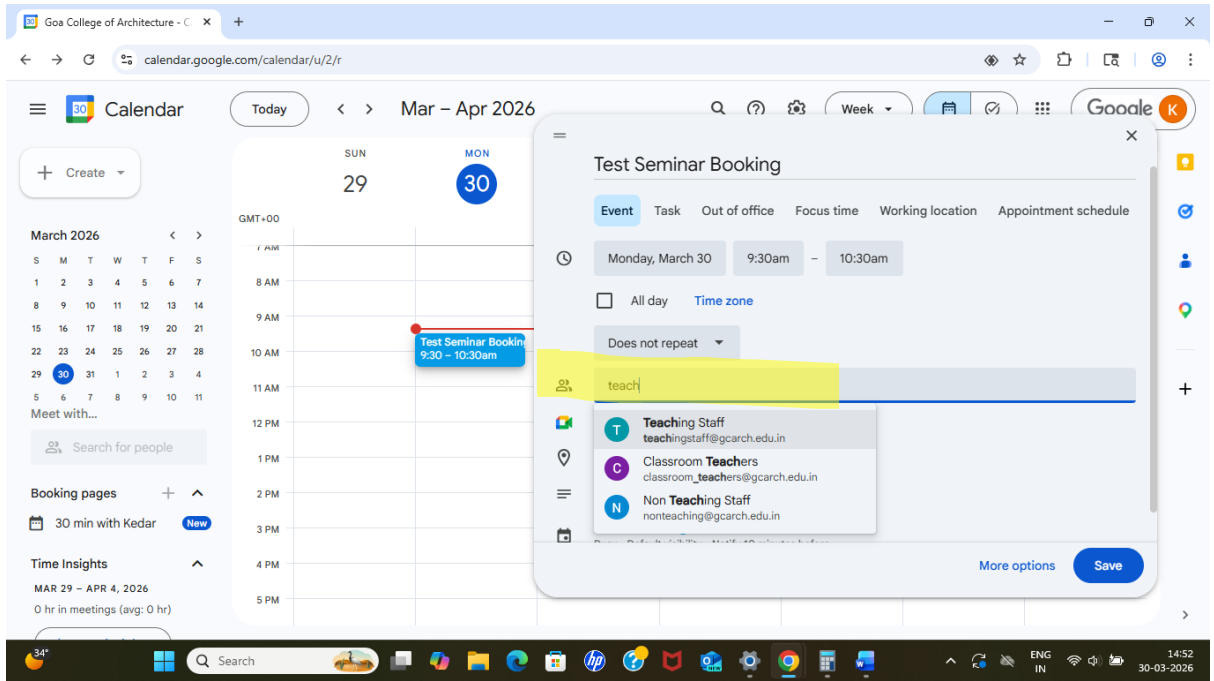
3. To book an event/resource, navigate to the desired date and click on the '+' (Create) button to add a new event.



4. Enter the event title, select the date and time for the event. You can configure the event/booking to occur on a single day/multiple days/every day of a week etc by using the repeat event submenu. This option is set to “does not repeat” by default.



5. Next you can add the guest list, i.e gcarch.edu.in domain users on whose calendar you want the event to show. You can add individual users as well as user groups as shown. The group members will get an invitation link to the event.



6. To book a room or resource, click on 'Add rooms'. Click on browse all rooms & resources to select the resources to be booked. Browse and select the resource to be booked. Resources booked for a particular date and time slot will be shown as unavailable on the same date and time slots. As such, be mindful while making the bookings.

Goa College of Architecture - C x +
calendar.google.com/calendar/u/2/r

Calendar Today < > Mar - Apr 2026

30

30

GMT+00

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

Test Seminar Booking
9:30 - 10:30am

Kedar Prabhu
Organizer

Guest permissions
Invite others - See guest list

Join with Google Meet
meet.google.com/rjaj-kkrj-rmd

Add rooms

Add location

Add description or a Google Drive attachment

Kedar Prabhu
Busy - Default visibility - Notify 10 minutes before

Availability might be shown in other Google apps

More options Save

34° Search

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calendar.google.com/calendar/u/2/r

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Search room or resource

No room allocated 1

Browse all rooms & resources

Add location

Add description or a Google Drive attachment

More options Save

34° Search

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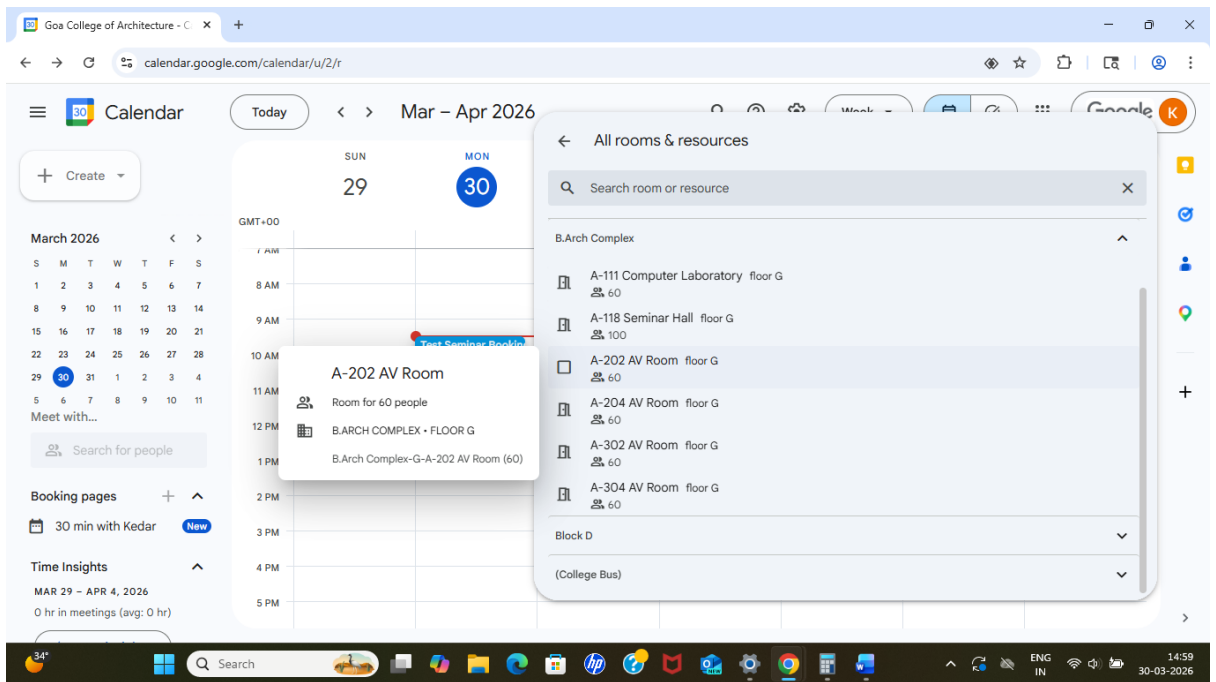
Browse all rooms & resources

Add location

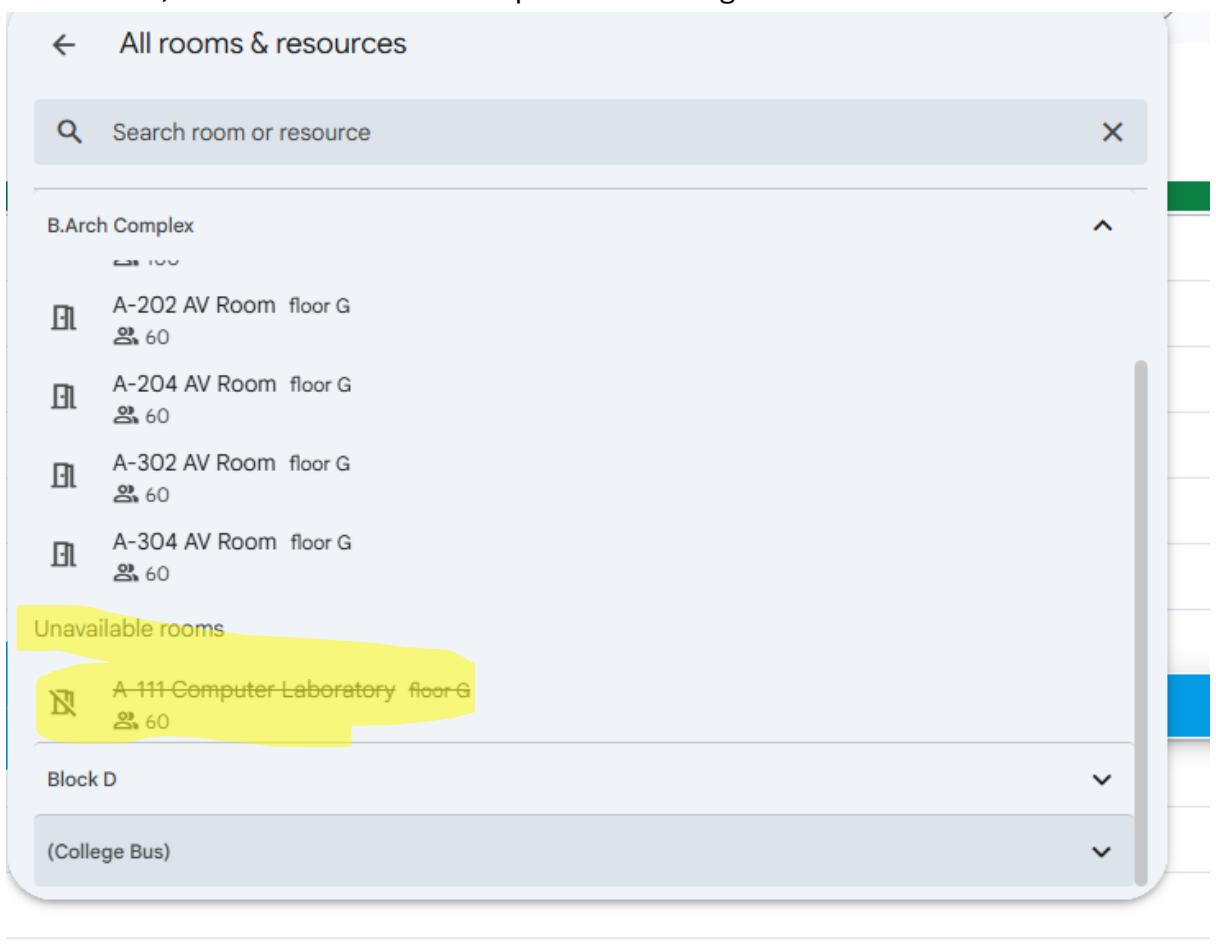
Add description or a Google Drive attachment

More options Save

34° Search



In the screenshot below, a resource already booked is shown as unavailable. In such cases, do not book the same to prevent booking conflicts.



7. You may enhance your event by:
 - Adding a description
 - Attaching files or including links
 - Adding Google Drive attachments
8. Once all details are entered, click 'Save' to finalize the event and resource booking. Invitations will be sent to all added guests automatically.

Following these steps will ensure efficient scheduling and proper utilization of shared resources within the organization.